

Agenda
Ottawa County Housing Commission
West Olive Administration Building – Conference Room F
12220 Fillmore Street, West Olive, MI 49460
Thursday, January 8, 2026, 10:00 am



1. Call to Order
2. Establish Quorum
3. Public Comments
4. Approval of the Agenda for the January 8, 2026 Meeting
5. Approval of the [Minutes](#) from the December 4, 2025 Meeting
6. Election of Officers

Motion: To nominate _____ as President, _____ as Vice-President, and
_____ as Secretary

7. Old Business
 - A. Small Footprints Homes Initiative
 - I. Website Launch Update
 - B. Strategic Planning
 - I. Proposed Methodology and Timeline
 - II. Draft Stakeholders Survey
8. New Business
 - A. Housing Commission Structure
9. Public Comments
10. Other Business/Discussion Items
 - A. Annual Review of Bylaws and Conflict of Interest
 - B. Next Meeting: February 5, 2026 (10:00 a.m.)
11. Adjournment

UNOFFICIAL MINUTES**OTTAWA COUNTY HOUSING COMMISSION**

DATE: December 4, 2025

PLACE: Ottawa County Fillmore Complex, Conference Room F

PRESENT: Ken Brune, Pat Harmon, Jared Schuitema, Doug Zylstra

ABSENT: Klynt Marcusse

STAFF: Cheryl Clark, Matt Daub, Rich Lakeberg, Paul Sachs, Pam VanderMolen

PUBLIC: David DeVelder, Lynoshka Dominguez (virtual), Christina Fort, Steve Grose, Bob Karsten, Dave Rozman, Chris Uhl

CALL TO ORDER

President Schuitema called the meeting to order at 10:01 a.m. A quorum was present to do business.

PUBLIC COMMENTS

Public comments were made by the following:

1. Christina Fort

APPROVAL OF AGENDA AND MINUTES

HC 25-32 Zylstra moved to approve the Agenda for December 4, 2025. The motion passed.
UNANIMOUS

HC 25-33 Harmon moved to approve the Minutes from November 6, 2025. The motion passed.
UNANIMOUS

OLD BUSINESS

Chris Uhl and David DeVelder provided a year end review of the County's revolving loan fund (RLF) administered by IFF. Discussions included: future projects, potential for a public drive for investments, and IFF fund details such as leverage opportunities and return on investment ceilings.

Daub provided a brief update on finalizing the design plans for the Small Footprint Homes Initiative. Lakeberg informed the Commission that a press release would be distributed alongside the grand opening of the website. President Schuitema asked that the press release be shared with the Commissioners. Sachs agreed. Sachs provided brief updates on prepping of materials for the local municipalities, presenting to local planners at an upcoming meeting (February), Hope Ridge project on Holland Planning Commission agenda (January 13), and emerging small home development opportunities. Harmon asked if the Commissioners could attend the local planner meeting and the Holland Planning Commission meeting. Sachs agreed and asked VanderMolen to send out invites following today's meeting.

UNOFFICIAL MINUTESNEW BUSINESS

President Schuitema read aloud a draft letter from this Commission to Holland City regarding their support of the Hope Ridge project. The Commission provided their approval for the letter to be signed and distributed following today's meeting.

Harmon suggested initiating a study on how to keep young adults in this area. President Schuitema referred to the data that Housing Next has already compiled. Daub suggested a more qualitative approach by polling local college students. Brune suggested including students at the Careerline Tech Center.

PUBLIC COMMENTS

None

OTHER BUSINESS/DISCUSSION ITEMS

The Commission discussed holding a Strategic Planning Session during the February Housing Commission meeting. Zylstra informed the Commission that the Board of Commissioners may appoint additional members to the Housing Commission. The Commissioners agreed that stakeholder input is very valuable and would like to include stakeholders in the session. It was suggested to hold two sessions (i.e. first with stakeholders involved, second with Commission only). Commissioners will send their suggested stakeholder invite lists to VanderMolen.

President Schuitema referenced the proposed 2026 regular meeting schedule in the packet. VanderMolen asked Commissioners if they prefer to move any dates due to holidays and also referenced a few suggested dates listed at the bottom. The Commission agreed to utilize the proposed rescheduled dates (April 16, July 9, September 10).

HC 25-34	Zylstra moved to approve the 2026 Regular Meeting Schedule including proposed rescheduled dates as discussed. The motion passed.	UNANIMOUS
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ADJOURNMENT

HC 25-35	President Schuitema moved to adjourn the meeting at 11:15 a.m. The motion passed.	UNANIMOUS
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